NON-SCIENTISTS

(Applies to T5, SES, SL)

DEFINITIONS:

Total Compensation (TC) is the total of:

- Annual Rate of Pay
- Locality Pay
- Recruitment, Retention, Relocation
- Rank Awards (SES)
- Performance Awards (SES)
- Quality Step Increases (QSI)
- Cash Awards

Non-Discretionary Pays:

- Comparability Increases
- Within-Grade Increases

Discretionary Pays:

- Quality Step Increases (T5)
- Cash Awards (T5, SES, SL)
- Recruitment, Retention, Relocation (T5, SES, SL)
- Step Increases (Pay Adjustments) (SES)
- Pay Adjustments (SL)
- Rank Awards (SES)

Action	Conditions	Approval	
Initial Appointment (Recruits – T5)	• < GS-14		
Conversions Promotions (T5)	 < GS-14 Cumulative discretionary increases ≤ \$30,000 within last 52 weeks 	IC Director	
Initial Appointments Conversions Promotions (T5)	• ≥ GS-14	Director, NIH	
Initial Appointments Transfers Reassignments (SES, SL)		Secretary, DHHS	
Reassignments Extensions (T5)	No change in TC	IC Director	
Cumulative Discretionary Increases	 ≤ \$30,000 within the last 52 weeks < GS-14 	IC Director	
Cumulative Discretionary Increases	• > \$30,000 within the last 52 weeks regardless of total compensation	Director, NIH	
Renewal of Retention Allowance	• No change in % (rate)	IC Director	
Cash Awards (T5, SES, SL)	 ≤ \$10,000 Cumulative discretionary increases ≤ \$30,000 in last 52 weeks 	IC Director	
QSI		IC Director	
Step Increases (SES) (processed as pay adjustments)		Director, NIH	
Pay Adjustment (SL)		Director, NIH	
Comparability Increases (SL)		Director, NIH	

Action	Conditions	Approval	
Recruitment Bonus Retention Allowance Relocation Allowance (T5)	 Up to 25% of base pay When grade is < GS14 Approval by higher level IC official than the requesting official 	IC Director	
Recruitment Bonus Retention Allowance Relocation Allowance (T5, SES, SL)	 Up to 25% of base pay When grade is ≥ GS14 Approval by higher level IC official than the requesting official 	Director, NIH	
IPA Agreement	Outside of NIH	Secretary, DHHS	
IPA Agreement	• Appts. or details to NIH when NIH portion is ≥ GS-14/01 (\$78,265)	Director, NIH	
IPA Agreement	• Appts. or details to NIH when NIH portion of base salary is < GS-14/01 (\$78,265)	IC Director	

Approved_	/s/	4/30/02	
_	Acting Director, OHRM	Date	